

24 NOV 1961

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MEMORANDUM FOR: Deputy Director for Plans

SUBJECT: Inventory of Microform Systems and Equipment

REFERENCE: Multiple Addressee Memo dtd 7 Nov 69 fr DDS,
same subject

1. The Office of Logistics has been tasked by the reference to inventory microform systems and equipment (to include planned and approved future systems) by organizational component and by location.

2. To assist in obtaining the information, we are attaching the following:

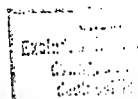
a. A consolidated listing of the microform equipment reflected on Office of Logistics records as charged to Clandestine Service components under appropriate Property-In-Use account numbers (Attachment 1). Please note that this listing is divided into categories by using components and Property-In-Use account numbers.

b. A summary listing of the microform equipment reflected on Type II Accountable Property Records as charged to Clandestine Service components (Attachment 2).

c. A listing of the microform equipment as leased for Clandestine Service components under Order/Contract No. 70-Rental-497 (Attachment 3).

d. A questionnaire (Section One and Section Two) designed to furnish the detailed systems and equipment inventory information required (Attachment 4). A separate questionnaire (Section One or Section Two, as appropriate) should be completed for each system application and each item of equipment inventory.

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